

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

17 MAY 19 PM 3:14

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Hoover Institution

Private Sponsor(s) (list all): _____

Travel date(s): 4/18/17-4/20/17

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$484.85 airfare, \$59.47 ground transportation	\$300.00	\$149.00	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Meetings with various issue experts on domestic economic and foreign policy issues,

as described in the pre-travel authorization form.

5/19/17
(Date)

Graham Steel
(Printed name of traveler)

Graham Steel
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/19/17
(Date)

Mike Cyp
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

17 MAR 16 AM 11:25

Name of Traveler: Graham SteeleEmploying Office/Committee: Senate Committee on Banking, Housing, and Urban AffairsPrivate Sponsor(s) (list all): Hoover InstitutionTravel date(s): 4/18/17-4/21/17 4/20/17 GSNote: If you plan to extend the trip for any reason you must notify the Committee.Destination(s): Palo Alto, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

It is an opportunity to explore various issues of public policy related to my official responsibilities with noted experts in their respective fields.

AS Chief
counsel to
Senate
banking

Name of accompanying family member (if any): n/aRelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/16/17

(Date)

Graham Steele
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Chairman Mike Crapo hereby authorize Graham Steele
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/16/17

(Date)

Mike Crapo
(Signature of Supervising Senator/Officer)

March 20, 2017

Select Committee on Ethics
United States Senate
220 Hart Building
Washington, D.C. 20510

Dear Sir/Madam:

I am writing to request a one-day extension of my travel, to April 21, 2017, in order to meet with various colleagues who are based in the San Francisco Bay area. Should you need anything, I can be reached at graham_steele@banking.senate.gov or 224-1048.

Sincerely,



Graham Steele

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Graham Steele

Name of Traveler: _____

Employing Office/Committee: Senate Committee on Banking, Housing, and Urban Affairs

Private Sponsor(s) (list all): Hoover Institution

Travel date(s): 4/18/17-4/21/17

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Palo Alto, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

It is an opportunity to explore various issues of public policy related to my official responsibilities with noted experts in their respective fields. AS Chief counsel for Senate banking

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/16/17
(Date)

Graham Steele
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Chairman Mike Crapo hereby authorize Graham Steele
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/16/17
(Date)

Mike Crapo
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution
2. Description of the trip: An intensive program for congressional staff which consists of two days of seminars, along with two evening symposiums where Hoover scholars will discuss a variety of topics.
3. Dates of travel: 04/18/2017 - 04/20/2017
4. Place of travel: Stanford University, Palo Alto, CA
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be responsible for traveling with congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library, and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the second sponsored trip for congressional staff organized by the Hoover Institution. The first was in August 2016, and had a similar format and similar content as this trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, congressional staff, Executive branch officials, academics, and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500 roundtrip airfare; \$200 ground transportation	\$300 total (\$150/night)	\$160 (\$64/day)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged/organized specifically for congressional participation. Seminar students are all congressional employees. However, non-congressional employees will teach and speak at the seminar.

18. Reason for selecting the location of the event or trip

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra St., Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses are on par with the official Federal Government travel per diem rates. The per diem rate for lodging surrounding Stanford University is \$206 per night, whereas our chosen lodging is priced lower. Our meal expenses are being planned to comply with the \$64 government per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class round-trip airfare and ground transportation to Stanford University from Washington, DC.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Michael G. Franc

Name and Title: Michael G. Franc, Director of Washington, DC Programs

Name of Organization: Hoover Institution

Address: 1399 New York Avenue, NW, Suite 500, Washington, DC 20005

Telephone Number: (202) 760-3200

Fax Number: (202) 760-31914

E-mail Address: mfranc@stanford.edu

**Hoover Institution Stuart Family Congressional Fellowship Program
Senate Attendee List**

Ryan Berger, Deputy Chief of Staff and Legislative Director, Senator Joni Ernst

Carter Burwell, Deputy Chief Counsel, Senate Judiciary Committee

Chris Hixon, Staff Director, Senate Homeland Security and Governmental Affairs Committee

Brian Kennedy, Military Legislative Assistant, Senator Jeff Flake

**Elizabeth McWhorter, Professional Staff Member, Senate Homeland Security and
Governmental Affairs Committee**

Amanda Neely, Deputy Chief Counsel, Senate Permanent Subcommittee on Investigations

Graham Steele, Minority Chief Counsel, Senate Banking Committee

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HOOVER INSTITUTION

Stanford University

**Hoover Institution
Stuart Family Congressional Fellowship Program**

*April 18-20, 2017
Hoover Institution at Stanford University
Palo Alto, California*

Tuesday, April 18, 2017

8:30 AM: Depart DCA on United Airlines Flight 2042

11:35 AM: Arrive SFO, shuttle to Stanford campus

1:00 – 1:30 PM: Welcome by Hoover Director Tom Gilligan and lunch

1:30 – 2:30 PM: Former Ambassador Michael McFaul on Russia's New Confrontation with the West

2:45 – 4:15 PM: Presentation of Hoover Archives and tour of Hoover Tower
Note: This tour will show attendees the vast collection of archival materials that the Hoover Institution possesses, which they can access for policy research purposes.

4:15 – 5:15 PM: Former Secretary of State George Shultz on Climate Change

5:15 – 6:00 PM: Break

6:00 – 9:00 PM: Dinner and keynote remarks by former Secretary of State Condoleezza Rice on Foreign Policy

Wednesday, April 19, 2017

8:30 – 9:00 AM: Continental Breakfast

9:00 – 10:20 AM: Ed Lazear on the Economy

10:20 – 11:15 AM: Michael Boskin on an Agenda for Pro-Growth Tax and Regulatory Reform

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11:15 AM – 12:00 PM: Tour of campus

12:00 – 1:00 PM: Lunch

1:00 – 2:20 PM: Ayaan Hirsi Ali on the Challenge of Dawa and Assimilation

2:20 – 2:30 PM: Break

2:30 – 3:50 PM: Caroline Hoxby on Education Policy

3:50 – 4:00 PM: Break

4:00 – 5:00 PM: Former Secretary of Defense Bill Perry on North Korea

5:00 – 5:30 PM: Break

5:30 – 6:00 PM: Shuttle to restaurant

6:00 – 9:00 PM: Dinner and keynote remarks by Niall Ferguson on the Economic Decline of Rich Countries

8:30 – 9:30 PM: Shuttle to Schwab Residential Center

Thursday, April 20, 2017

8:30 – 9:00 AM: Continental breakfast

9:00 – 10:20 AM: John Cogan on Entitlements

10:20 – 10:30 AM: Break

10:30 – 11:50 AM: Abbas Milani on Domestic Politics and Nuclear Negotiations in Iran

11:50 AM – 12:30 PM: Lunch

12:30 PM: Depart campus for SFO

3:50 PM: Depart SFO on United Airlines Flight 517

11:55 PM: Arrive IAD

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3/8/2017

On behalf of the Hoover Institution Stuart Family Congressi... - Laura Huggard

On behalf of the Hoover Institution Stuart Family Congressional Fellowship Program

Laura Huggard

Fri 2/24/2017 9:19 AM

To: graham.s.steele@gmail.com <graham.s.steele@gmail.com>;

Dear Mr. Steele,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which will take place on the Stanford University campus in Palo Alto from April 18-20, 2017.

Your submission was exceptional among the many that we received, and we hope you are still able to join us for the trip. Please let me know by if you'd like to accept our offer of admission by Wednesday, March 1st, at which point I'll follow up with the appropriate ethics forms and deadlines, along with travel and lodging information.

Again, thank you for your interest in the program and we hope you'll be able to join us.

Best regards,

Laura Huggard
Administrative Associate
Hoover Institution | Stanford University
(202) 760-3189 | lhuggard@stanford.edu

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